



Faculty of Management - Student Professional Development Fund

Student Leaders Conference Attendance

Terms of Reference

Purpose:

- The purpose of this fund is to provide financial support to enable student leaders in the Faculty of Management to attend student conferences that will add value to their post-secondary experience and to the student clubs they serve.

Value:

- **Up to \$500** per conference, depending upon the number of applications and available funding

Eligibility:

- Students must be enrolled on a full-time basis on any Faculty of Management campus
**exceptions may be made for Calgary & Edmonton students*
- Student must be in good standing academically
- Must be an executive member of a ratified club
- Individual students are eligible for this funding once per annum

Criteria for Evaluating Application:

- Expected professional growth of the student
- Expected benefit to non-participating students/club as a result of enhanced leadership capability

Tenable:

- On a reimbursement basis, upon submission of original receipts/appropriate supporting documentation, and in accordance with U of L policy regarding reimbursement for goods and services, and of individuals
- With evidence of communication with the Faculty's Student Professional Development Coordinator (pdp@uleth.ca)
- With evidence of application to other sources of funding (e.g. Students' Union Quality Initiatives Program)

Application:

- Complete Application Form: *Student Leaders Conference Attendance*
- A committee will apply the criteria and make a decision on funding
- An award letter will be issued to the applicant to advise of approved funding and process for reimbursement of expenses.

Communications/Promotion:

- In order to be reimbursed, immediately upon completion of the activity, participating student(s) MUST contact Student Professional Development Coordinator, Heather Harty (pdp@uleth.ca) with activity highlights and related photos.
- Certain stories will be selected for Faculty of Management external relations and student recruitment purposes.